



**- INTERNAL JOB OPPORTUNITY -  
NORTHWEST REGION**

Forester 2 – Timber Sale Contract Administration

**OPENS:** November 24, 2004

**CLOSES:** December 8, 2004

**SALARY:** \$2911-\$3727 per month Range 48

**APPOINTMENT TYPE:** Permanent, Full-Time

**LOCATION:** Baker District, Northwest Region

**POSITION PROFILE:**

Reports to Jeff May, Baker District Manager.

This position is responsible for all timber sale contract administration in the Baker District:

- Supervises 1 permanent Forester 1
  - Responsible to plan and schedule all sale administration work in the district
  - Establish work standards, priorities and procedures and clear lines of communication
  - Provides guidance, constructive feedback and evaluates performance
- Administers timber sale contracts during all phases of road construction and harvest
  - Review and interpret contracts
  - Conduct pre-work conferences
  - Calculate payment security and necessary billings
  - Review and document progress of road construction and harvesting activities
  - Communicate w/purchasers, contractors, neighbors, regulators, TFW participants
  - Review and negotiate proposed changes
  - Ensure compliance with applicable contract clauses, policies, procedures and regulations
  - Identify and schedule necessary road maintenance and repair
  - Work to resolve issues and disputes
- Administer district firewood permits, gates and key system, specialized forest product requests, road use permit requests

**MINIMUM QUALIFICATIONS/REQUIRED QUALIFICATIONS:**

One year of experience as a Forester 1 or equivalent OR a Bachelors degree with major study in forestry AND two years experience in professional forestry work.

**DESIRED KNOWLEDGE, SKILLS, ABILITIES AND QUALIFICATIONS:**

- Strong written and oral communication skills, including moderate computer skills;
- Knowledge of contract administration, including timber sales and/or silviculture contract compliance;
- Knowledge of the Forest Resource Plan, Habitat Conservation Plan and related department documents;
- Knowledge and experience in the timber sales process;
- Knowledge of Forest Practice Rules and the SEPA process;
- The ability to walk and perform the duties of the job in uneven and broken terrain, bad weather, and strenuous physical conditions;
- Knowledge of rights-of-ways and easements.

**WHO MAY APPLY:** Permanent DNR employees who are eligible to transfer or who are on the promotional register for this job class may apply. To apply to the Forester 2 register, go to <http://hr.dop.wa.gov/statejobs/bulletins/CURRENT/12561oc.htm>

**APPLICATION PROCESS:** Please submit a letter of interest describing how your qualifications relate to the position to Shesha Zavala @ [shesha.zavala@wadnr.gov](mailto:shesha.zavala@wadnr.gov) or 919 N. Township, Sedro Woolley, WA 98284 by 5:00pm on the closing date.